

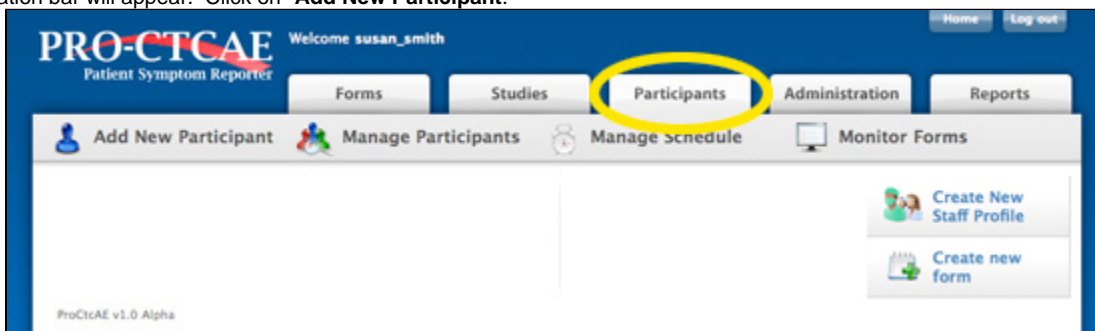
# Add New Participant

[Participants](#) [Edit Participant](#)

## Important

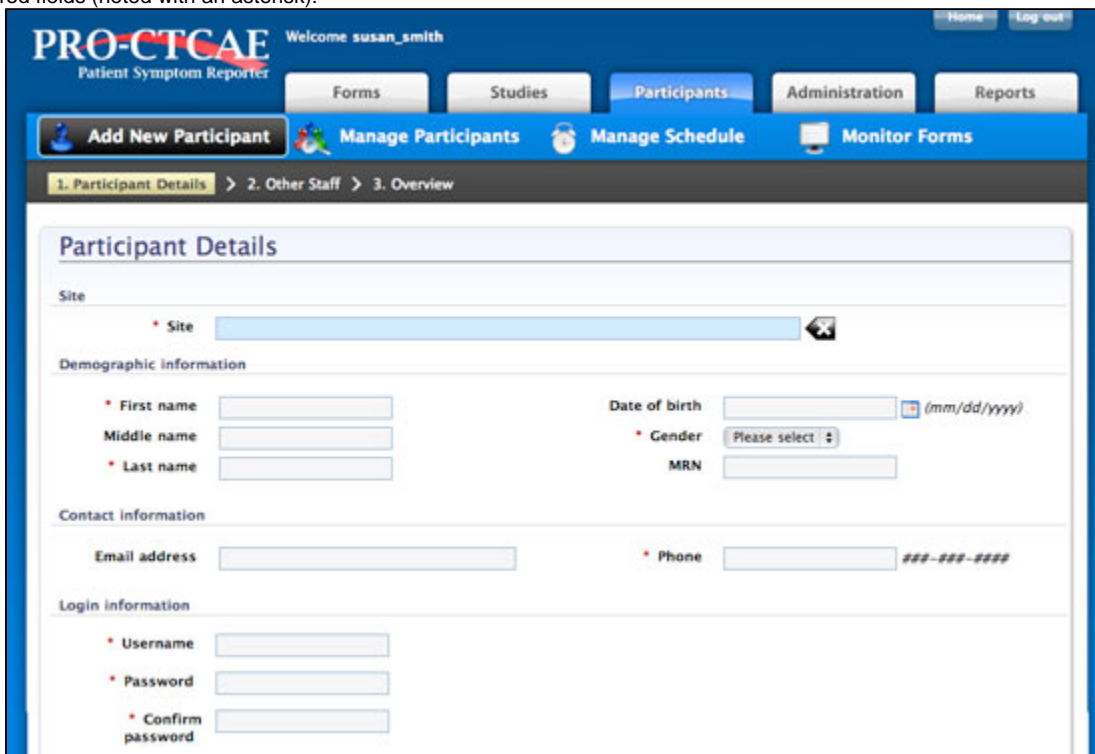
The Lead Site CRA, Lead Site PI, Site CRA, and Site PI may add a new participant to PRO-CTCAE. Hover over the **"Participants"** tab in the top navigation bar.

A lower navigation bar will appear. Click on **"Add New Participant."**



## Participant Details

Fill in all required fields (noted with an asterisk):



**PRO-CTCAE Patient Symptom Reporter** Welcome susan\_smith

Forms Studies **Participants** Administration Reports

Add New Participant Manage Participants Manage Schedule Monitor Forms

1. Participant Details > 2. Other Staff > 3. Overview

### Participant Details

Site

\* Site

Demographic information

\* First name  Date of birth  (mm/dd/yyyy)

Middle name  \* Gender

\* Last name  MRN

Contact information

Email address  \* Phone  ###-###-####

Login information

\* Username

\* Password

\* Confirm password

## Site

Start by typing the name of the site. A drop-down menu of sites will appear. Scroll down and click on the one you want. If you choose the wrong site and want to clear the field, click on the white "X" in the small black icon.

## Demographic information

1. Add the participant's first and last names.
2. Use the drop-down menu to select the participant's gender.
3. You may also enter the participant's middle name, birth date, and MRN, which are not required information. Enter the birth date in the mm/dd/yyyy format, or use the calendar icon to choose the date.

## Contact information

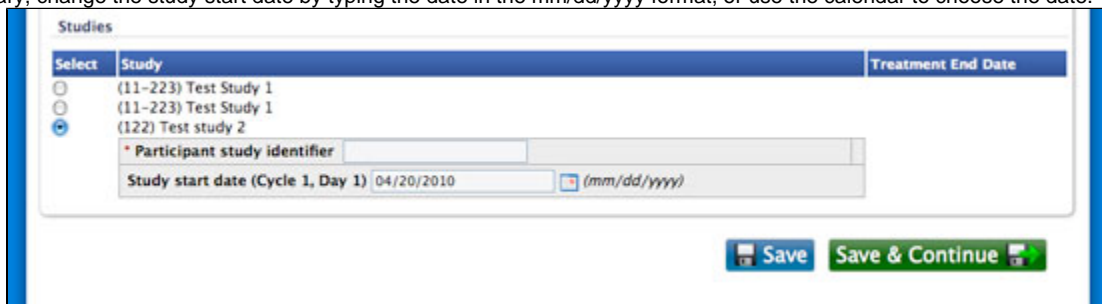
Login information: Add the participant's username and password. Confirm the password. Make sure the password is at least 6 characters.

## Login information

Add the participant's username and password. Then, confirm the password. Make sure the password is at least 6 characters.

## Studies

1. Select the participant's study by clicking on the radio button next to the appropriate study name.
2. Add the participant's study identifier.
3. If necessary, change the study start date by typing the date in the mm/dd/yyyy format, or use the calendar to choose the date.



Select	Study	Treatment End Date
<input type="radio"/>	(11-223) Test Study 1	
<input type="radio"/>	(11-223) Test Study 1	
<input checked="" type="radio"/>	(122) Test study 2	

\* Participant study identifier

Study start date (Cycle 1, Day 1)  (mm/dd/yyyy)

## You now have two options

1. To save your work and go to the "Other Staff" section, click on the green "**Save & Continue**" button in the bottom right of the screen. You can also get there by clicking on "**Other Staff**" in the top navigation area.
2. To save your work and return later, click on the blue "**Save**" button. You can now navigate to any other screen.

## Other Staff

On this screen, you'll find the research staff assigned to this study. Here is where you'll add the participant's primary staff as well as any other additional staff related to the study.

**Add New Participant** **Manage Participants** **Manage Schedule** **Monitor Forms**

1. Participant Details > **2. Other Staff** > 3. Overview

Study: (11-223) Test Study 1  
Site: Memorial Sloan Kettering Cancer Center

### Research Staff

**Site PI**

Name	Notify
Heather Todd	Yes

**Site CRA**

Name	Notify
Kerry Bueckers	Yes

### Primary staff

\* **Primary treating physician**

(Begin typing here) [X] **Notify** Yes

\* **Primary nurse**

(Begin typing here) [X] **Notify** Yes

### Other Staff

Name	Notify
+ Add	

## Research Staff

The Site PI and Site CRA are listed here. You can change the notification status for each by using the drop-down menu.

## Primary Staff

1. To enter the name of the participant's primary treating physician, start typing his or her name. A drop-down menu of names will appear. Scroll down and choose the one you want. If you want to clear the field, click on the white "X" in the small black icon.
2. Repeat the process to enter the name of the participant's primary nurse.
3. If you need to, you can change the notification status for each clinician by using the drop-down menu.

## Other Staff

1. To associate more staff with a participant, click on the **"Add"** button. To enter the name of the staff member, start typing his or her name. A drop-down menu of names will appear. Scroll down and click on the correct name. If you choose the wrong name, click on the white "X" in the small black icon to clear the field.
2. Select Yes or No for the notification status by using the drop-down menu.
3. Repeat the above steps to add more staff.

## You now have three options

1. To save your work and go to the **"Overview"** section, click on the green **"Save & Continue"** button in the bottom right of the screen.
2. To save your work and return later, click on the blue **"Save"** button in the bottom right of the screen. You can now navigate to any other screen.
3. To save your work and go back to the **"Participant Details"** section, click on the blue **"Save & Back"** button in the bottom left of the screen.

Other Staff

Name

Notify

Add

Save & Back

Save

Save & Continue

ProCtCAE v1.0 Alpha

## Overview

Here you'll see a confirmation of the information you've entered on the last two screens. This is a read-only page.

Overview

Site

Memorial Sloan Kettering Cancer Center

Demographic information

First name: Jane

Date of birth: 08/25/1952

Middle name:

Gender: Female

Last name: Smith

MRN:

Contact information

Email address:

Phone: 542-662-7812

Login information

Username: janesmith

Assigned study

Study: (11-223) Test Study 1

Participant study identifier: 1244

## You now have three options:

1. To make any changes, click on the **"Back"** button in the bottom left of the screen.
2. If everything is correct, click on the green **"Save"** button in the bottom right of the screen to save your work. Then click on the blue **"Finish"** button to return to the PRO-CTCAE homepage.
3. If everything is correct and you want to add a new participant, click on the blue **"Save & Add new participant"** button in the bottom right of the screen.